

Project Manager

OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: FULL-TIME

Number of Vacancies: 1

Pay Grade: GSFIC 19

Salary: \$60,600.00

Location: Atlanta, GA

Opens: October 19, 2011

Closes: November 15, 2011

Obtain the detailed job description or applicants who require accommodations for the application process should contact 404-463-5658 or e-mail

hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation request whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

Project Manager

- or fax to 404-463-5669
- or e-mail to hr-email@spo.ga.gov

For hand delivery, bring to our street address at: 270 Washington Street; 2nd Floor, Atlanta, GA 30334



Website: www.gba.ga.gov

Position Overview

Duties: Under general supervision, manage construction projects for state owned facilities.

Minimum Qualifications (Agency Specific): Completion of an undergraduate degree from an accredited college and a minimum of four (4) years of experience in the construction field as a Project Manager, Project Engineer, or Quality Assurance Manager. Must have a valid driver's license capable of traveling statewide to construction sites in various stages of development.

Competencies: Must be capable of reading and interpreting contracts and construction drawings and have experience working with Microsoft Office Suites and Project Management/Scheduling Software. Must have experience working with the various construction delivery systems, including construction management-at-risk and design-build and a working knowledge of construction best practices and accounting principles.

Working Conditions

This position is based on Capitol Hill. This position requires frequent visits to project construction sites, which are subject to outside conditions. Must be able to walk and maneuver around construction sites in various stages of development.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.